

**CONFIDENTIAL**

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 11 August 1958

FROM : Chief, Clerical Training

SUBJECT: Weekly Report No. 31, 5 - 11 August 1958.

DD/S  
20/5

1. Numbers in Clerical Induction Training. During the week of 5 August 1958 there were 134 people in Clerical Induction Training. Of those, 34 entered for the first time.

2. Numbers in Clerical Orientation Training. During the week of 5 August 1958 there were 29 people in Clerical Orientation.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 5 August were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	34	1
Typewriting	46	16

4. Results of Official Agency Testing Administered by Clerical Refresher. The results of the tests administered to the on-duty Agency employees for the week 5 August were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	3	0
Typewriting	7	1

PERSONNEL NOTES:

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